**Committee Members:** Lisa Abbink, Christopher Clark, William Johnson, & Toni Watt

**Specific assigned roles and responsibilities:**

**Lisa Abbink:**

* 1. Organized and set up the wiki space for committee use
     1. <http://ed728.wikispaces.com/>
  2. Collaboration
     1. Provide instruction on how to implement Google calendar and Gmail while showing its educational value.
     2. Lesson plan providing examples on how Google Apps can be successfully integrated.

**Collaboration**

1. How can Google Apps be used effectively?
   1. Google Docs provides a way for teachers and students to work together on projects, reports, and more. Allows for collecting and sharing information in a secure online environment.
   2. A unified email, chat, calendar, web docs, word process, spreadsheets, and other features all in one place also with a sophisticated system for sharing with other educators for review or collaboration makes this an invaluable resource
2. What is the potential for increasing learning and productivity?
   1. Stores documents online, making them accessible to authorized users
   2. Lets users invite others to work on the same document at same time
   3. Files and docs used by teams or groups stay organized and up-to-date
   4. Ready-made templates
   5. Flexible built-in forms easily sent via email or published as a webpage.
   6. Online comments and real-time editing
   7. 24/7 access
3. Educational Value of Google Calendar and Gmail
   1. Google calendar
      1. Implementing Google Calendar
         1. Teachers must create a Google account first
         2. Choose to create a calendar
         3. Edit calendar to choose public or private
         4. Share with the group/class involved, or embed on any webpage
      2. Teacher advantages of Google Calendar
         1. Share time-related info like team schedules, assignment deadlines and school holidays, snow days or conferences
         2. Access from any computer
         3. Set up separate calendars for each of your classes
         4. Share info about class topics and descriptions for each session; assignment deadlines; test and quiz dates;
         5. Organize your schedules with other teachers and administrators
         6. Gradebook capabilities (PowerSchool Gradebook)
      3. Teacher disadvantages of Google Calendar
         1. Require a Google account and email address
         2. Allows for read-only access while you are offline , internet access required
         3. Not particularly appropriate for young students; graphics
         4. Students could accidentally erase other dates/times that are already posted
         5. Google is blocked by many school district filters
      4. Student/Classroom Integration of Google Calendar
         1. Put student assignments and other events on the calendar
         2. Students add their events or birthdates, in the calendar
         3. Send automatic text message about upcoming tests, or important classroom events to students and parents
         4. Constant communication with parents
         5. Collaborative projects so students can communicate with each other
   2. Free email - Gmail
      1. Advantages
         1. Free email
         2. Access email account from mobile phone
         3. Ability to chat through Google email as well as talk face to face using voice and video chat
         4. Provides 7GB of email storage per user and is free for school
         5. Provides access to other Google features
      2. Disadvantages
4. **Lesson plans for Google Apps** 
   1. <http://www.google.com/a/help/intl/en/edu/lesson_plans.html>

**Toni Watt**

**Integration**

* + - 1. What are the advantages
  1. Free web based word processor
  2. Google Docs uses a simple folder and file organizational system.
  3. Applicants aren’t tied to a specific computer and can access their files from anywhere.

1. Learning Advantages
   1. Facilitate collaborative writing
   2. Provides web-based documents, presentations and spreadsheets that anyone in the group can update from his/her own computer, even at the same time
   3. Encourages collaborative group projects
   4. Track and organize cumulative project data
   5. Share lesson plans
2. Disadvantages
   1. Bandwidth demands may cripple some school networks.
   2. Even though Google Docs provides a lot of storage space, however, it is not unlimited.
   3. Security seems to be a reoccurring concern
   4. A question of ownership on material
3. What kinds of policies would you recommend putting into place?
   1. Responsible Use Guidelines and Best Practices would consist with the following
      1. Responsible engagement
      2. Open exchange is to be used for learning
      3. Only contribute worthwhile information pertinent to the concept
      4. Maintain professional dialogue while exchanging ideas; be thoughtful and constructive during tasks.
      5. Never disobey copyright and fair use laws
      6. A zero tolerance approach will be taken toward vulgar or obscene language and harassing, insulting, defaming or attacking others.
4. Illustrate the use of Google docs, sites and provide scenarios on how instructors can use these as beneficial tools for the classroom.
   1. Google Docs=Digital archive; for example Electronic Portfolios
      1. Grade level: 10-12 (continuously updating throughout high school career)
      2. Outcome: Professional portfolio
      3. Content:
         1. Resume
         2. Cover letter
         3. Career researches/pathways
         4. College/technical school researches
         5. Interest inventories
         6. Journalize mentorship, on the job training or cooperative office experience.
   2. Google sites=Presentation
      1. Each student can decide which part of their professional portfolio they would choose to publish and share with the remainder of the class

**William Johnson**

* 1. Introduction/Getting the Word Out
     1. Identify the applications which we think are most appropriate to integrate into the schools.  
        ii. Identify what levels of our district that will be affected by the integration of Google Apps.
  2. Specific Focus and Goals: Our goal is to set the ground work for the introduction and integration of Google Apps into our school district with the focus on Messaging Apps and Collaboration Apps.
  3. Proposed Steps Used:
     1. Maintain weekly communication
     2. Share information & ideas
     3. Report progress
     4. Provide appropriate feedback
  4. Proposed Activities:
     1. Identify schools that have already incorporated Google Apps
     2. Research best practices

**Christopher Clark**

1. Google Maps and Earth in the Classroom
2. Exploring, experimenting, using Google Maps & Earth
3. Virtual Field Trips
4. Overview of quickly learning how to use Google Earth
5. Lesson plan idea: The Middle School Classroom

Integration of Google Apps (Google Maps and Google Earth)

**Integrating Google Earth/Maps in the Class**

1. **How can Google Maps and/or Earth be used in the classroom?**
   1. Google maps and earth provide an interactive way for learning to come alive in the class.
   2. Google maps and earth could be used in a collaborative, group setting, or individually to provide a deeper understanding of topics and information. Using the collaborative option within maps allows students to work together on projects.
2. **What is the learning potential?**
3. Conduct research or identify problems
4. Participate in discussions on current events
5. Use spatial tools and math skills to solve problems
6. Glance at global issues that affect us all
7. Understand other points of view
8. Engagement to help solve problems in the community and abroad
9. **What are the benefits of a Virtual Field Trip using Google Maps and/or Earth?**
10. Plan a road trip using other Google apps, such as calendar, and/or docs
11. Be able to compare and contrast changes over time
12. Locate and place historic photographs on a map
13. Identify images that has had an impact on events or innovations
14. The ability to create and view virtual tours
15. **Learn to use Google Earth quickly.**
16. <http://earth.google.com/support/bin/static.py?hl=en&page=guide.cs&ctx=go&guide=22550>
17. **A lesson plan idea.**

**a.** <http://docs.google.com/Doc?id=dgdwkz9w_69chpv96f8>

**Specific Focus and Goals:**

* As a result of integrating Google Applications students will be able to effectively select and use specific digital tools to support authentic lifelong learning.
* Facilitate and incorporate various types of Google Applications into the classroom in order to engage and properly prepare students with 21st technological abilities.

**ISTE National Standards for Students**

Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information.

* Demonstrate integration of Google Apps in the Educational Classroom
* Establish creative and innovative uses for Google Apps

**Proposed Steps Used:**

* Wiki Space to collaborate
* D2L to share assignment progress

**Proposed Activities:** Docs, Calendar, Email, Sites, Groups, Chat, Contacts, Google Maps, Google Earth, Getting the word out

**Interviewing** the building technology facilitator – This will determine the capabilities of integrating Google Applications within most classrooms (can the bandwidth handle such a request and if not what would need to be determined in order to attempt this tool in classroom).

**Docs:** Integrate the use of a collaborative assignment by March 24. Students will use Google Docs during a class activity (provide instructor with relevant preparation prior to application)

**Sites:** As an enrichment activity advanced web development students can access and manipulate Google Sites. Discuss potential assimilation within the classroom.

**Timeline:**

|  |  |
| --- | --- |
| Organizing Group | March 14-21 |
| 1. Organize group activity log  2.Research, explore and experiment with tools  3.Continue with proposed activities | March 22-28 |
| 1.Persist with research, exploring and experimenting with tools  2.Begin outlining and communicating individual webinar handouts. | March 28-April 4 |
| 1. Share a final webinar handout and discuss revisions  2.Practice webinar presentation | April 5-April 11 |
| 1.Secure final adjustments on webinar presentations and handouts  2.Present! | April 12-April 19 |

**Resources**

Barrett, Helen *Creating eportfolios with googleaps.* Retrieved March 17th, 2011 from <http://sites.google.com/site/eportfolios/How-To-Create-ePortfolios-with-GoogleApps>

Google apps education edition: Improving the writing process with Google docs. Retrieved March 17th, 2011 from <http://www.amherstschools.org/webpages/rzdrojewski/files/Google%20Apps%20Topic%20Review%20-%20Improving%20the%20writing%20process%20with%20Google%20Docs.pdf>

Google Calendar. Retrieved March 16th, 20011 from <http://www.google.com/educators/p_calendar.html>

IBM *Web 2.0 technology for business.* Retrieved March 16th, 2011 from http://www-01.ibm.com/software/info/web20/web\_tech.html

International Society for Technology in Education. Retrieved March 21, 2011 from <http://www.iste.org/welcome.aspx>.